



## IN WING SUPPLEMENT 1

CAPR 66-1

1 June 2015

Aircraft Maintenance

### CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

This Supplement is published by direction of CAPR 66-1, para 4 and outlines specific Indiana Wing requirements in meeting the objectives and requirements of CAPR 66-1. This supplement, used in conjunction with CAP regulations, provides uniform instructions for utilization and maintenance of the CAP corporate aircraft assigned to IN WG. This supplement will also outline the IN WG maintenance reimbursement system and security requirements for IN WG-assigned aircraft. This supplement is to be used together with CAPR 66-1, 25 April 2013 (includes CHANGE 1, 31 JULY 2014).

#### SUMMARY OF CHANGES

This supplement has been amended to meet the biennial update requirement outlined in CAPR 66-1 para 4. Changes include the following:

Pilots shall conduct VOR checks; clarify the updating of the GPS; FRO's and the release of A9 flights; Hulman Field ANG Hangar access.

Reference to tail streamer removed from section g(1).

CAPR 66-1, dated 25 April 2013, (Change 1, 31 July 2014), is supplemented as follows:

#### 3. Terms Explained

**a. Corporate Aircraft. (Added)** Aircraft are assigned to Indiana Wing by NHQ CAP via the Operational Resource Management System (ORMS). In this supplement, the Corporate Aircraft assigned to Indiana Wing are referred as "CAP IN Wing Aircraft."

#### 4. Responsibilities. Groups and squadrons will not establish supplements or policies to this regulation.

**a. IN WG Commander. (Added)** The Wing Commander (CC) is responsible for ensuring all CAP IN Wing Aircraft are maintained in a safe operable condition. This is accomplished by ensuring all CAP IN Wing aircraft meet the airworthiness standards established by Federal Aviation Regulations (FARs) and CAP regulations. The Wing Commander must provide proper supervision, adequate control, and management of CAP IN Wing Aircraft and all assets earmarked for aircraft maintenance and replacement.

**b. Director of Operations. (Added)** The Wing Director of Operations (DO) is responsible for assisting the Wing Commander by overseeing the day to day supervision, control, and management of CAP IN Wing Aircraft. The DO will insure that CAP IN Wing aircraft are distributed to locations across the state to best meet the wing's operational needs. Aircraft utilization figures will be reviewed at least monthly, and aircraft shall be rotated to ensure the corporate minimum of 200 flying hours per aircraft will be met. Also, the DO will recommend to the Wing Commander any wing supplements, policies, and procedures which need to be implemented in order to ensure a safe and functional aircraft management program exists within the wing.

**c. Aircraft Maintenance Officer. (Added)** The Wing Aircraft Maintenance Officer (DOM) is responsible for assisting the Wing Commander by ensuring that all CAP IN Wing aircraft meet the airworthiness standards established by Federal Aviation Regulations (FARs) and CAP regulations, that all aircraft maintenance records and forms are maintained as required by FARs and CAP regulations, that all aircraft are in compliance with FAR Part 39, FAR Part 43 and CAPR 66-1, and that the aircraft logbooks are properly documented. The Wing DOM (or in their absence the DO) must approve all aircraft maintenance prior to actual work being done. The DO and DOM will annually review the current established maintenance contract and facilities.

**d. Unit Aircraft Maintenance Officers. (Added)** Unit Aircraft Maintenance Officers will be appointed in WMIRS by each squadron that has custody of a CAP IN WG Aircraft. Unit Aircraft Maintenance Officers are responsible for the general cleanliness and security of the aircraft and the condition of the tie downs used for the aircraft. Unit Aircraft Maintenance Officers are responsible for the collection and forwarding of the AIF Flight Time Logs and the INWG Form 971; updating the AIF, which includes the outside front cover and any regulations or documents that may change; assisting the DOM in monitoring upcoming maintenance and coordinating local maintenance if requested; and monitoring local compliance with VOR test dates and GPS database updates.

## **6. Scheduled Maintenance.**

### **d. Calendar Inspections.**

**(3) Very High Frequency Omni directional Range (VOR).** Pilots of custody units shall conduct a VOR operational test check within the preceding 30 days using any method as stated in the Federal Code of Regulations, Title 14, Part 91, Section 91.171. The results of this test will be entered into the VOR Test Record Sheet, TAB 3, of the Aircraft Information File (AIF).

**(5) Global Positioning System Navigational Database Updates. (Added)** CAP aircraft may be equipped with GPS equipment certified for en route, terminal and/or non-precision approach IFR operations. The GPS navigational database of aircraft so equipped shall be updated within 48 hours of the expiration date and the update recorded in Tab 15 of the Aircraft Information File. Units unable to comply with this requirement shall report this to the DO or DOM within 48 hours of expiration.

**a).** For identification purposes, all G1000 aircraft are certified for en route, terminal and non-precision approach IFR use. Other aircraft so certified will be placarded indicating the types of IFR operation allowed.

**b).** If IFR database updates are not provided by CAP NHQ, custodial units are not required to provide updates, and the GPS shall be operated VFR only. Any placard identifying types of IFR operation shall be removed if the GPS database is not being maintained.

**f. Periodic Inspections.** Unit Aircraft Maintenance Officers are responsible for completing an INWG Form 971 inspection on any aircraft at the unit's home airport each month, including verifying that equipment assigned to the aircraft in ORMS is present. A copy shall be forwarded to the DOM by the 5th of the month, and a copy shall be maintained in a file at the unit. Units not submitting the monthly INWG Form 971 on time will have all flying activity suspended until verification of the inspection is completed. Inspections (including no-notice spot inspections) may also be periodically conducted at the discretion of the CC, DO, or DOM as necessary.

## 9. Required Equipment.

**f. Survival Kit.** Each aircraft assigned to IN WG will have on board a survival kit that shall be sufficiently equipped to sustain three people for one day. Kits shall be standardized, provided by IN WG HQ, and marked "Property of Indiana Wing". Units are not to add or remove items from the aircraft's assigned kit. In addition, each aircraft shall have a first aid kit provided by IN WG which may or may not be part of the survival kit.

**g. (Added)** Each Indiana Wing aircraft will also be equipped with the following:

- 1) Pitot cover
- 2) CO monitor
- 3) Avionics panel security and/or gust lock
- 4) Aircraft chocks – QTY 1
- 5) Tie down straps – QTY 3
- 6) Baggage tie down net
- 7) Key lock box for securing aircraft and avionics lock keys (if applicable)
- 8) Checklist applicable to the aircraft make and model as determined by INWG/DOM, DO, DOV, or CC
- 9) Calibrated fuel measuring stick specifically designed for the aircraft
- 10) GATS Fuel sampling jar
- 11) Cowl Plugs

**11. Records.** Current aircraft equipment and maintenance status will be made readily available to all aircrews through the Aircraft Information File (AIF) detailed in CAPR 60-1, para 2-4 e. NHQ has developed a standardized content for the AIF for use in all corporate aircraft to enhance the interchangeability of aircraft among IN WG aircrews. All aircraft Log Books will be maintained by the contract CMMP Facility. Logbooks will be kept in a fireproof safe to ensure record integrity.

**a. Aircraft Status Reporting. (Added)** The DO and DOM will ensure that the WMIRS aircraft status information is updated and reflects when aircraft are out of service for maintenance or when aircraft are rotated between units.

**b. Corporate aircraft flying hour reporting. (Added)** AIF Flight Time Logs shall be collected by the squadrons at the end of the month. The completed, original Flight Time Logs shall be scanned and emailed or faxed to the DOO by the 5th day of the month. They will be uploaded to the IN WG HQ online file storage for long term accounting.

## 15. Storage and Tie-Down.

**b. Tie-Down Ropes and Straps.** IN WG HQ will supply appropriate tie-down straps for each aircraft. If these straps are not available then ropes that meet criteria set in CAPR 66-1 may be used. All crews will ensure that the aircraft is tied-down properly.

**e. Aircraft Security. (Added)** All units with IN WG aircraft assigned will ensure the security of aircraft at all times. Only one set of keys will be authorized for each aircraft and maintained in key lock box located with each aircraft. This will ensure only authorized personnel dispatch keys with IN WG aircraft. Copies of keys for unit members are NOT authorized. Always use antitheft devices/lockable control surface devices. Ensure locks on hangars to protect from unauthorized entry. Secure aircraft/remove keys when unattended. Encourage pilots to escort visitors at all times. Aircraft departing for extended periods of time will notify airport management/FBO.

**18) Hulman Field Air National Guard Base Access. (Added)** Due to unique operational requirements, members wishing to operate aircraft based at Hulman ANG Base must coordinate with IN-093/CC in advance.

**19. Coordination with Consolidated Maintenance Program (CMMP). (Added)** The following guidelines shall apply to all IN WG personnel in regards to coordination with the CMMP.

**a)** Squadrons and individual members may not authorize any work on any IN WG aircraft without the prior approval of the DOM or DO. All requests for maintenance must be directed to the DOM, who will then coordinate with NHQ.

**1)** All work is to be performed at a CMMP Contract Maintenance Facility unless otherwise approved. There are provisions in the contract to allow variances under certain circumstances, but these require pre-approval from NHQ or, outside business hours, the NOC. All warranty work may be performed by a CMMP Contractor or Certified Cessna Service center, wherever prudent and approved by the DOM.

**2)** Only the CC, DO, DOM, or their designees are to contact the NHQ or CMMP Contractor regarding aircraft maintenance issues. Squadron aircraft maintenance officers are to make all requests or queries regarding aircraft maintenance directly to the DOM.

**3)** Should any aircraft maintenance be performed without the appropriate prior authorizations, it could constitute a breach of the maintenance contract, and payment for these services will most likely not be made by NHQ or IN WG. Members who order any aircraft maintenance that has not been properly approved will bear the financial liability for the work and may be subject to disciplinary action as well.

**4)** Maintenance flights (A-9, B-9, or C-9) must be coordinated and approved by the DO or DOM.

**5)** During the dispatch of aircraft from a maintenance facility, the unit Aircraft Maintenance Officer or the pilot receiving the aircraft will conduct a thorough acceptance inspection to verify any existing discrepancies that have been signed off as repaired or deferred. Any items noted during the acceptance as new squawks will be corrected before the aircraft is released back to the unit.

**6)** Aircraft maintenance status will be maintained by the DOM in the WMIRS aircraft management module. Maintenance activities will be annotated when performed. Unit Aircraft Maintenance Officers will print an aircraft information file (AIF) cover sheet for inclusion in the AIF when periodic inspections are completed and after receiving an airplane post oil change or 100 hour/annual inspection.

**b. Maintenance/Safety Grounding. (Added)** Any PIC has the authority to ground an aircraft for maintenance or safety concerns. If during the preflight or after a flight it is determined that an airplane is not airworthy and should be grounded, the PIC will place a grounded placard on the pilot's seat of the airplane, contact the INWG DO or DOM, and ground the airplane in WMIRS via the aircraft discrepancy log. WMIRS is the ultimate location for determination of discrepancy status.

**20. IN WG Aircraft Custody Program. (Added)** Indiana Wing is committed to meeting the 200 hours per airframe annual minimum required by National Headquarters as well as ensuring aircraft access for new and growing units. Assignment of aircraft on a rotating basis through a "custody program" rather than a "unit of assignment program" will give the Wing flexibility to meet strategic flying goals.

**a. Assignment.** All CAP INWG Aircraft in Indiana Wing will be assigned to custody units following review by the Aircraft Use Management Committee (AUMC). Aircraft may be geographically moved temporarily to meet a mission need or transferred to a new unit as a part of regular aircraft rotations.

**b. Aircraft Custody Program.** A unit will receive status as an Aircraft Custody Unit (ACU) for CAP INWG Aircraft at the direction of the CC or DO.

**c. Aircraft Maintenance Officers.** The ACU commander will ensure a unit Aircraft Maintenance Officer is appointed in e-Services to serve as the point of contact on aircraft issues.

**d. Aircraft Utilization Management Committee. (Added)** INWG will have an Aircraft Utilization Management Committee that will assist the CC in making decisions concerning aircraft assignment and utilization.

**1) Membership.** Regular members of the AUMC are the Wing Commander, Vice Commander, Chief of Staff, Director of Operations, Aircraft Maintenance Officer, Counterdrug Operations Officer, Standardization and Evaluation Officer, and the Director of Emergency Services. Other members may be appointed at the discretion of the CC.

**2) Meetings.** The AUMC will meet at the direction of the CC. Meetings may be by teleconference. The DO is responsible for creating the meeting agenda and arranging for meetings.

**3) Purpose.** The AUMC will assist the Wing Commander in 1) creating a forum for senior Wing Operations and ES staff to discuss aircraft movement and utilization, 2) creating draft policy for aircraft use and access, 3) making specific recommendations for aircraft rotation between custodial units, and 4) ensuring aircraft use is in alignment with the Wing's Strategic Plan.

**22. Financial Accounting. (Added)** The CC, upon recommendation of the Wing Finance Committee and DO, establishes member flying rates. These rates shall be reviewed periodically by the Finance Committee and updated as necessary. For Cessna 172, Cessna 182, and GA8, reimbursement rates will be the current dry rates listed in CAPR173-3 plus fuel and oil costs. The Balloon Operations Officer may propose a rate, which requires Wing Finance Committee approval.

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